



## TOWN OF MILFORD TOWN CLERKS OFFICE IMMEDIATE OPENING FOR Deputy Town Clerk

The Town of Milford is seeking a qualified individual to serve in the part-time (potential for full-time) position of Deputy Town Clerk (20 hrs/wk). This position is established and governed by Statute and approved by the Board of Selectmen. **Per NH RSA 41:45-c, the Deputy Town Clerk must be a resident of the Town.** The individual will report directly to the Town Clerk and will assist and perform all of the duties prescribed by law for the Town Clerk. In addition, the Deputy assists in the planning and organization of Town record keeping activities, as well as assists in maintaining official records and vital statistics of the Town.

Essential duties include computer proficiency, strong attention to detail, accuracy, maintenance of records, assisting with the election process, good communication and problem-solving skills and the ability to work in a very fast-paced environment. The qualified individual will need to attend all required certification classes and seminars/ meetings as they arise. Municipal certification and/or elections certifications required.

A job description is available on the Town's website ([www.milford.nh.gov](http://www.milford.nh.gov)). The rate of pay will be commensurate with experience and certifications, but will not normally exceed a starting rate of between \$22.00 and \$24.00.

### Benefits:

**Part-time** – When scheduled 20+ hrs/week, the position receives pro-rated sick, personal, holiday and vacation. There are no health, dental benefits or NHRS benefits with this position.

**When Full-time** – The position comes with a full benefit package and will participate in the NH Retirement System. Hours generally not to exceed 36 hrs/wk.

A [Town application](#) and complete job description are available on the Town's web page at via the Town of Milford. Applicant packets consisting of a cover letter, a completed Town application, 2 references and a resume can be submitted:

- **By mail:** Human Resources, 1 Union Square, Milford NH 03055
- **By email:** Karen Blow, HR Director [kblow@milford.nh.gov](mailto:kblow@milford.nh.gov)
- **Applicants may also apply via the on-line portal at**  
<https://milfordnh.applicantpro.com>

**Applications accepted until position is filled.**

Interviews will be on-going.

**The Town of Milford is an EEOE**

